

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

**1. POST**

**KAMPALA**

**2. AGENCY**

**STATE**

**3a. POSITION NO.**

**3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.** ☐ Yes ☐ No

**4. REASON FOR SUBMISSION**

☐ a. Reclassification of duties: This position replaces

Position No. \_\_\_\_\_

(Title)

(Series)

(Grade)

☐ b. New Position

☐ c. Other (explain)

**5. CLASSIFICATION ACTION**

Position Title and Series Code

Grade

Initials

Date  
(mm-dd-yy)

a. Post Classification Authority

**WAREHOUSEMAN FSN-805**

**2**

b. Other

c. Proposed by Initiating Office

**POST TITLE POSITION (if any)**

**WAREHOUSEMAN**

**7. NAME OF EMPLOYEE****8. OFFICE/SECTION**

**U.S.EMBASSY KAMPALA**

a. First Subdivision

**MANAGEMENT OFFICE**

b. Second Subdivision

**GENERAL SERVICES OFFICE**

c. Third Subdivision

**WAREHOUSE SECTION**

**9. This is a complete and accurate description of the duties and responsibilities of my position.**

**10. This is a complete and accurate description of the duties and responsibilities of this position.**

Typed Name and Signature of Employee

Date(mm-dd-yy)

**CHRISTPHER DDAMULIRA**

Typed Name and Signature of Local Supervisor

Date(mm-dd-yy)

**11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.**

**12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.**

**JOHN HARVILLE**

Typed Name and Signature of American Supervisor

Date (mm-dd-yy)

**JOHN KLIMOWSKI**

Typed Name and Signature of Human Resources Officer

Date (mm-dd-yy)

**13. BASIC FUNCTION OF POSITION**

Incumbent, under the supervision of the FSN Supply/Storekeeper Supervisor is one of the employees in the non-expendable warehouse performing warehousemen duties.

14. MAJOR DUTIES AND RESPONSIBILITIES	% OF TIME
<p><b>EVENT SUPPORT ITEMS:</b> Issue, record, deliver party items which includes tents, tables, chairs, dishes, glassware and flatware. Ensure all delivered items have been returned, cleaned and put under proper storage. If not returned, track down and keep inventory of these items. <b>20%</b></p> <p><b>EQUIPMENT AND TOOLS:</b> Responsible for safe keeping, inventory of ware house property, and, operating of both power and manual equipment's/tools used in the warehouse. Report any breakages or damaged property to the Warehouse Supervisor. <b>10%</b></p> <p><b>WAREHOUSE DUTIES:</b> Meet and assist support flights in loading and unloading of equipment and supplies. Set up and arrange functions, clean/wash tents, chairs and tables. Move furniture, appliances and equipment. Load/off load furniture and equipment and place in Warehouse. Keep warehouse and property clean and neat. <b>30%</b></p> <p><b>HOUSE MAKE-READIES:</b> Deliver, place and set up furniture, appliances and welcome kit supplies in new and existing residences. Hang draperies and make beds and ensure house in order for new arrivals. Perform miscellaneous support functions which may include incidental driving duties to transport personnel, appliances and equipment to and from warehouse. <b>30%</b></p> <p><b>INVENTORY:</b> Participate in physical inventory exercise, reconciliation duties and activities. <b>5%</b></p> <p><b>WAREHOUSE SALES:</b> Organize, deliver, arrange and tag furniture for auction at the site. Carry out any other duties as assigned by your Supervisor. <b>5%</b></p>	
<p><b>5. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE</b></p> <p>a. Education Attainment of the Ordinary Level Certificate of Education is required.</p> <p>b. Prior Work Experience Two years' experience in warehouse work is required.</p> <p>c. Post Entry Training N/A</p> <p>d. Language Proficiency: List both English and host country language(s) by level and specialization. Level II English ability (Limited Knowledge) is required.</p> <p>e. Knowledge Must be able to learn locations of various types of supply items and property items and to learn to recognize items by sight and from oral descriptions.</p> <p>f. Skills and Abilities Physical ability to make safety decisions when moving furniture and operating power and manual equipment's and tools is required. Must hold valid Ugandan driver license with good driving experience.</p> <p><b>16. POSITION ELEMENTS</b></p> <p>a. Supervision Received Property Management Supervisor.</p> <p>b. Available Guidelines Oral instructions from Supervisor.</p> <p>c. Exercise of Judgment In movement/placement of furniture.</p>	

d. Authority to Make Commitments

None

e. Nature, Level and Purpose of Contacts

U.S. Direct Hire employees and fellow FSN employees.

f. Supervision Exercised

N/A

g. Time Required to Perform Full Range of Duties after Entry into the Position: 52 weeks.